#### **DCDS** Reports

# **Timekeeper Reports - H HR-106 - Timesheet Exception**

Issue Date: March 26, 2001

Purpose:	The Timesheet Exception Report displays timesheets that are an exception for a department, agency, TKU, pay
r	period end date by person. These exceptions are generated timesheet, system generated standard hours,
	timesheet modified after submit, and timesheet not approved. These exceptions are chosen when the report is
	requested. The minimum data required to be entered is department, agency, TKU and pay period end date.

Frequency:	As requested (after timesheets for the requested pay period have been saved or submitted). If requested before
	timesheets have been saved, fields will be blank

**Distribution:** The report is available to DCDS users who have been granted the appropriate security.

**Sequence:** Department, Agency, TKU, Employee Name

**Media:** Displayed on-line or the report may be printed.

**Retention:** Per Department Policy. Information is available on-line for one fiscal year.

**Information:** A. The Timesheet Exception screen is accessed through the <u>Reports, Timesheet Exception</u> items on the menu.

B. The following detail is displayed:

Name

■ Social Security Number (SSN)

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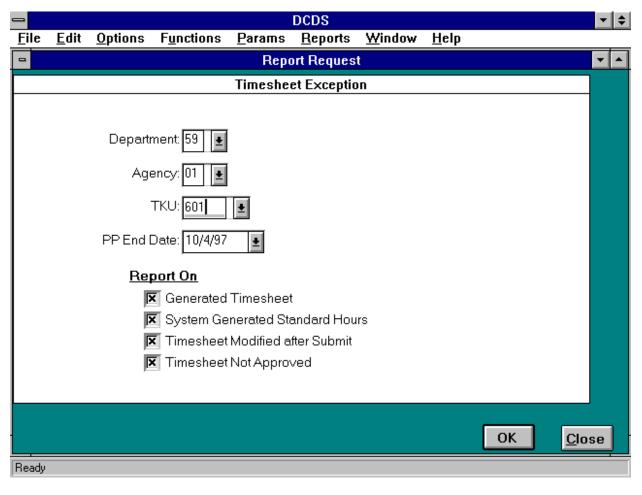
#### **DCDS** Reports

Information	:
(Continued)	

- Exception
- User ID
- Modified Date
- C. To print a copy of the report, select <u>File</u> and click on the <u>Print</u> menu items. The Print window will display, click the OK button. The report will print at the designated printer for that PC.
- D. If an agency does not approve on-line, agencies will still have the option to request this report.

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#### **Report Request Screen**

To display the Report Request screen for the Timesheet Exception report, select the  $\underline{R}$ eports menu item from the Menu bar and click on the  $\underline{T}$ imekeeper menu item. From the cascading menu, click on  $\underline{H}$  - Timesheet Exception menu item.

The Report Request screen allows users to enter the appropriate criteria to request the Timesheet Exception Report.

Enter the Department, Agency, TKU and Pay Period End Date. To select all agencies and/or TKUs, click on **AL** from the dropdown. Select any of the following timesheet exceptions to display on the report:

- Generate Timesheet
- System Generated Standard Hours
- Timesheet Modified After Submit
- Timesheet Not Approved

When the appropriate information has been entered, click the OK button. The Report Pre-View screen displays the report on-line. The printed report is displayed on the next page.

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#### **HR-106 - Timekeeper Timesheet Exception**

HR – 106 MAIN HUMAN RESOURCE SYSTEM RUN DATE: 11/15/1999 10:50:30

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DEPARTMENT: 59 DEPARTMENT OF TRANSPORTATION PAY PERIOD END DATE: 12/11/1999

AGENCY: 01 CENTRAL OFFICE PAY PERIOD NO: 26

TKU: 100 TRANSPORTATION

<u>FULL NAME</u> <u>SSN</u> <u>EXCEPTION</u> <u>USER ID</u> <u>MODIFIED DATE</u>

BHATT, MUSTAFA E 590-10-1990 GENERATED TIMESHEET T\_DEPT99 11/20/1998 13:16:16
SYSTEM GENERATED STANDARD HOURS T\_DEPT99 12/29/1998 11:57:18

SYSTEM GENERATED STANDARD HOURS TIMESHEET NOT APPROVED

CHARLAMB, HARRIE M 590-10-1900 GENERATED TIMESHEET T\_DEPT99 11/20/1998 13:16:16

SYSTEM GENERATED STANDARD HOURS T\_DEPT99 12/29/1998 11:57:12

Timesheet Exception Report

TIMESHEET NOT APPROVED

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